

**Trustee of the Trust Funds**  
**Wednesday, February 24, 2016**  
**At Pelham Police Community Room**  
**Meeting Minutes**  
**Approved March 23, 2016**

**Attendance:**

Cindy Ronning, Demetra Bergeron and Ed Gleason, Pelham Trustees of the Trust Funds

**Meeting Summary:**

***Minutes Review:***

- The trustees Demetra Bergeron and Ed Gleason approved the meeting meetings of January 13, 2016 as prepared.

***Old Business:***

- **Chair Sign Off on Internal Control and Investment Policies:** Chair Person, Cindy Ronning signed off on Internal Control and Investment Policies.
- **Citizens Investment Website Access:** Waiting for Citizens response to paperwork submittal.
- **Meeting with SAU:** Chairperson Cindy Ronning will contact SAU to discuss fund awareness and availability.

***New Business:***

- **Review and Sign Off of 2015 MS 9&10:** All Trustees reviewed both MS 9 & 10, signed documents and prepared for submittal to DRA.
  - Investment Policy has been reviewed by all Trustees and is ready for submittal to DOJ Charitable Trust Division.
- **Review Annual Reporting Overview & Instructions:** Provided by the Department of Revenue Administration. Under state statutes provides the process and procedures required by law to submit MS 9 & 10s annually.
- **Summary of Account Activity:** All trustees reviewed the monthly account activity prepared by Trustee Ed Gleason.
  - Summary shows withdrawal for Cemetery as well as a deposit from the sale of cemetery lots.
- **Town Report:** Review of the modified MS 9 & 10 that will appear in the Town Report.

***Other Business:***

- **Schedule Meeting with Citizens:** Trustees will meet with Citizens Bank in March to review portfolio and for Citizens to provide Trustees with information

- **Question Preparation for Citizens & Other Investment Firms:** The Trustees prepared questions to ask Citizens Bank and other potential investment firms. These questions are concerns the Trustees have with Citizens and would like resolved.
- **Investment Firms-** Considering looking into other investment firms and schedule meetings with them to review our investments and see if they can offer better options.

***Tasks to Do Prior to Next Meeting:***

- **Demetra-** Schedule meeting with Citizens Bank on March 23, 2016 10AM.
- **Demetra-** Follow up with online banking access.
- **Ed Gleason-** File with DRA MS 9 & 10. File MS 9 & 10 with Investment Policy with DOJ Charitable Trust Division.

**Scheduling of Next Meeting:**

The Trustees agreed to meet on March 23, 2016 at 10AM in the Police Community Room.

**Meeting Adjourned:**

The meeting adjourned at 1:12PM.

Respectfully Submitted,

Demetra Bergeron  
Trustee/Secretary